



North East King County Regional Public Safety Communications Agency (NORCOM)

Request for Information

Project Name: NORCOM 911 Facilities

Due Date: 1/9/2023

NORCOM Contact: Marianne Ryerson, Finance Manager

General Considerations

This Request for Information (herein referred to as (RFI)) is issued to gather information regarding estimated costs and time requirements to complete an assessment of existing facilities with respect to redundancy, future capacity, and overall adequacy; and a feasibility study, proposed programming, site recommendations, and cost estimate for a consolidated, redundant, and survivable stand-alone 911 Communications Center either as a remodel of an existing structure or a new facility.

From the information provided by the respondents to the RFI, NORCOM will determine next steps for any subsequent contract through a procurement process. Any future contract that may be awarded must comply with NORCOM procurement requirements. NORCOM may utilize the results of this RFI in drafting a competitive solicitation through a Request for Proposal (herein referred to as RFP) for the subject services/products/equipment. The RFI's purpose is to provide ideas, solutions and project considerations that NORCOM may use in helping develop an RFP and obtain formal funding approval in 2023 from NORCOM's Board.

Background and Summary

The 911 Communications function is currently housed at Bellevue City Hall, on the 7th floor of 450 110th Ave NE. NORCOM has been under a lease agreement for the existing space since July 1, 2009. Current lease terms are year-to-year, with terms requiring a 30-month termination notification. Annual lease payment increases are tied to February released Consumer Price Index (CPI) figures.

NORCOM has seen minimal fluctuations in staffing and positions to serve its current operational workload. There has been increased interest in NORCOM assuming work for other 911 centers and considering its

future support of alternative community response. NORCOM anticipates additional workload or colocation of partnering agencies may impact space requirements. NORCOM is interested in long-term stability in its facility costs, with concerns over the lack of control tied to costs with CPI-based increase model.

NORCOM wants to assess its existing facilities' adequacy, future capacity, and financial feasibility compared to alternative options such as relocating to another building/campus or purchasing and constructing a new building.

Requested Information

1. General Background Information – provide background information regarding your company
 - a. Description and type of company
 - b. Company location, age, and size
 - c. Contact information
2. Costs – the methodology used to estimate the cost of conducting the requested study
3. Timeline – estimated time required to conduct the requested study
4. Experience – prior facility assessment projects and their key similarities, costs, and timelines
5. Response detail – approach and means to address items outlined in Appendix A
6. Provide any additional relevant information

Submission Instructions

The information must be received by no later than 5:00 pm PDT on January 9, 2023.

We encourage that the information be submitted by email. Emailed information should include "911 NORCOM Facilities" in the subject line and be addressed to: mryerson@norcom.org. (Emailed Information must be in PDF format and cannot exceed 20MB). As an alternate to email, information can be shared through a cloud service provider of the respondent's choice or mailed or delivered to:

NORCOM
Attn: Marianne Ryerson – Facilities Study
PO BOX 50911
Bellevue, WA 98015

Appendix A.

The preliminary considerations shared in this appendix of the RFI are provided to assist responders with understanding NORCOM's current considerations. NORCOM would welcome input and advice from respondents on missing, mistaken or unnecessary considerations.

- A review of relevant historical data
- Projected population trends for current service area, and adjoining regions
- Allowances for current and projected local, regional, and statewide population trends
- Anticipated staffing levels at least 20 years into the future.
- Analysis of departmental programs to include full integration of Administration and Technology staff into the facility.
- A study of each division and work unit as required to achieve a thorough understanding of operational and technical needs
- Analysis of current and future staff accommodation needs
- An analysis of costs associated with NORCOMs lease agreement relative to the local real estate market
- Allowances for projected expansion of NORCOM service area via increased Principal or Subscriber agency agreements
- Analysis of emerging trends in technology and operations in the public safety community that would impact public safety communications operations and subsequent equipment and facility accommodations
- Design, remodel and furnishing cost estimates associated with identified growth needs
- Requirements and compliance recommendations specific to 911 mission-critical operations from regulating agencies including but not limited to NFPA, Department of Homeland Security, WA-OSHA, State of Washington Building Code, WA L&I, Federal and State Offices of Emergency Management
- Lead stakeholder work sessions to gather input
- Provide a comparison of the life cycle costs for renovating and upgrading the current facilities with estimated costs of constructing a new facility or facilities.
- A written report and recommendations for presentation to staff, stakeholders and governmental officials.

NORCOM anticipates that any future contract for this work includes costs associated with soliciting input from stakeholders. Stakeholders include staff, the Governing Board and other key stakeholders. Sessions would be held in person over several days to ensure adequate opportunities for inclusion.

Completion of the assessment includes a written report with recommendations presented to the Governing Board. The report must contain all supporting documentation and include shorter, small-group stakeholder communications.